

Professional and Managerial Branch
Cultural Group
Library Series

OUTREACH SERVICES LIBRARIAN II

12/92

Summary

Under direction, plans, supervises, evaluates and coordinates professional activities of the library such as acquisitions, special collections and public services and community outreach; performs related duties as required.

Typical Duties

Assist English and Spanish-speaking patrons in locating and obtaining material; answers telephone, reference and information inquiries; instructs patrons in the use of card catalogs, periodical guides and CD-ROM services; arranges and conducts tours of the Library for Spanish-speaking patrons.

Selects and maintains Spanish language and Raza collections; directs special programs and activities for a bicultural community; keeps informed of developments in the specialized areas; confers with community organizations to stimulate library use; serves as translator into Spanish for documents, releases and other materials generated by the library.

Supervises, trains and evaluates assigned personnel; prepares and controls section budgets; initiates and maintains books received on approval or selected on the basis of reviews; maintains liaison with vendors of Spanish language materials; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with an ALA Master's Degree in Library Science and two years of progressively responsible post-graduate library work, including one year experience in a library system providing Outreach Services to Hispanics; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of principles, methods and techniques of library operations; considerable knowledge of reader interest levels of a wide variety of books, authors and related materials; good knowledge of the Hispanic culture; good knowledge of automated catalog and database systems; some knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to establish and maintain effective working relationships with fellow employees and the general public; ability to express oneself clearly and concisely both orally and in writing; ability to supervise, train and evaluate the work of assigned personnel; ability to maintain records and prepare reports.

Skill in meeting and dealing tactfully and effectively with the public.

Special Requirement: Must be bilingual (English/Spanish), both orally and in writing.

Director of Personnel

Department Head